

# Safeguarding Policy and Practice at St Augustine's Wembley Park

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*Written by:* Amy Smith

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*Date of next review:* July 2026 (unless there is a significant change in national/Anglican legislation/policy)

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*Where this document will be made available:* St Augustine's website. Church office shared drive for staff and interns.

## **Circulation list & when re-read annually:**

<b><i>Group/individual</i></b>	<b><i>When?</i></b>
PCC members	September
Staff	September
Small Group leaders	Annual Training (September)
Those named in Complaints Procedure	October
Sunday School and Youth Group Leaders	Annual Training (September)

## **Contents**

1. Policy statement and commitment
2. Supporting Policies and Documentation
3. Accountability and scrutiny
4. Reporting concerns
5. Safer recruitment and training
6. Record keeping

Appendix 1: Lines of accountability and reporting

Appendix 2: How to report a concern (diagram)

Appendix 3: Other sources of help

Appendix 4: Recruitment of ex-offenders policy

Appendix 5: Training requirements

## **1. Policy Statement and commitment.**

Every person has a value and dignity, which comes directly from the creation of people in God's image. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm. St Augustine's Wembley Park commit to following the safeguarding policies and guidance of the Church of England and the Diocese of London as laid out in the *House of Bishops' Policy Statements 'Promoting a Safer Church' (2017)* and *'Parish Safeguarding Handbook' (2019)* and the *Diocesan Safeguarding Policy 'Promoting a Safer Diocese' (2018)*. We also commit to working within legislation and statutory guidance concerning the safeguarding of Children and Vulnerable Adults

- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and adults at risk.
- We recognise that safeguarding is the responsibility of the whole church.
- We undertake to exercise proper care in the selection, appointment, training and support of those working with children or adults at risk.
- We will respond without delay to concerns or allegations that a child or adult at risk may have been harmed, cooperating fully in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care to anyone who has suffered abuse.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or adult at risk.

## **2. Supporting Policies and Documentation**

The Safeguarding Policy is supplemented and supported by policies relating to each Ministry which involves children and adults. For more information on specific ministries, please see the below policies:

- Sunday School Policy
- Doorknocking Policy
- Youth Mentoring Policy
- Agreement Policy for U18s in the Worship Group

## **3. Accountability and scrutiny**

Appendix 1 on page 6 of this document gives a summary of how all those in positions of leadership within the church are accountable and section 4 of this document gives more information on how they are appointed. Further detail is below.

**Clergy:** All clergy are subject to the Guidelines for the Professional Conduct of the Clergy and if any complaint is made against them they will come under a Clergy Disciplinary Measure (meaning suspension and investigation). They are answerable to Church of England authorities.

Interns are asked to sign up to the Statement of Faith and an agreement that states that any misconduct which is clearly in contravention of the Statement of Faith will lead to their internship ending.

**Sunday School leaders:** all those leading children are expected to be a regular member of a Small Group (Sunday school helpers are not required to be members of a small group as they are not responsible for the children). Leaders are told each year which of their group members is helping with Sunday School etc. and asked to let the Parish Safeguarding Officer (PSO) (Amy Smith) know if any concerns arise e.g. group member stops attending or

confesses something to the bible study leader which raises concerns. ***Please see Sunday School Policy for more information.***

Small Group and other activity leaders e.g. Memory Café: all leaders are accountable to a staff member (usual the vicar) who will meet with them through the year and give ongoing training/advice. Leaders are encouraged to report any concerns about fellow leaders to the PSO or vicar. We will keep a list of regular 1-1s between church family members, keeping it up to date and checking in periodically to ensure no unhealthy behaviours or patterns are developing. ***Please see Doorknocking Policy for more information.***

General: Reports are given by the PSO and/or Incumbent at each meeting of the PCC on Safeguarding. An annual audit approved by the PCC is submitted to the Diocese and a longer report given to the PCC annually.

Every three years the church should be subject to an Archdeacon's 'visitation' where all of our record-keeping and policies are scrutinised, including Safeguarding. This has not yet taken place but it provides some form of external scrutiny.

As safeguarding is deemed to be everyone's responsibility the PCC are eager to be as transparent as possible with the church family about the safeguarding policy and practice at St Augustine's. A Complaints policy (when finalised) will be added to the website, which will include the contacts of people outside St Augustine's.

#### **4. Reporting concerns**

All concerns relating to Children or Vulnerable Adults should be shared at the earliest opportunity with the Parish Safeguarding Officer, Amy Smith, or the Incumbent, Scott Furey. Their contact details are:

Amy: [safeguarding@staugustineswembleypark.com](mailto:safeguarding@staugustineswembleypark.com)

Scott: [scott@staugustineswembleypark.com](mailto:scott@staugustineswembleypark.com) Tel: 07729067631

If they cannot be reached or the concern relates to one of them, the Diocesan Safeguarding Advisor (DSA) for Willesden, Angela Coleman, should be contacted (<http://safeguarding.london.anglican.org/the-team/who-we-are/>)

- Email: [angela.colman@london.anglican.org](mailto:angela.colman@london.anglican.org);
- Tel: 020 3837 5099 (Mon-Fri 9-5pm)

Or

- Email: [safeguarding@london.anglican.org](mailto:safeguarding@london.anglican.org)
- Tel: 020 7932 1224 (Mon-Fri 9-5pm)

There is also an out of hours service offered by Thirtyone:eight.

***In an emergency, 999 should be called immediately*** and then as soon as possible the Parish Safeguarding Officer should be informed.

For reasons of confidentiality, we ask that concerns not be discussed other than with those individuals mentioned above who can also offer support as needed.

The [St Augustine's website](#) gives details of other organisations that can be contacted and they are listed in Appendix 3.

All concerns reported to the PSO or Incumbent are reported to the Safeguarding team at the Diocese.

Appendix 2 has a flowchart showing how concerns can be reported and the contact information that may be needed.

#### **5. Safer Recruitment and Training**

Only those who have been safely recruited will be permitted to work unsupervised with Children or Vulnerable Adults. St Augustine's is committed to following [the Safer Recruitment](#) practice outlined by the Diocese of London and the Church of England. We are seeking to have diversity and inclusivity at every level of our church. ***Please see Sunday School Policy for more information.***

#### *General Suitability*

All leaders must be 18 years of age or older. Young people under 18 are welcome to help with ministry to younger children, subject to the approval of the children or youth work leader, but they will not hold any responsibility and will always be under the supervision of the relevant group leaders. Children who want to help and are 16+ must go through the Safer Recruitment process and have a DBS check.

Individuals will not normally be considered for a position leading/helping with children's work until they have attended St Augustine's regularly for at least 6 months and relevant safeguarding checks completed. In the first year of CCM sending Scott Furey as incumbent and CCM members to be part of St Augustine's, a person will be considered for a position if they have attended CCM (the sending church) or St Augustine's regularly for 6 months and relevant safeguarding checks completed. If the individual is known to a staff member or PCC member having joined St Augustine's from another church, an exception may be made if a satisfactory conversation takes place or reference is obtained from someone appropriate (e.g. children's worker, minister) at a previous church where they have been involved in this ministry, and relevant safeguarding checks completed.

All Sunday School leaders are asked to be regular members of a Small Group for accountability.

#### *Volunteer application & DBS check*

The names of all Sunday School and creche helpers are known to the incumbent (Scott Furey), the Children's Work Lead (Leah Gray) and the PSO (Amy Smith). When new leaders are recruited, names will be sent from Leah to Scott (Amy will see for DBS approval) as they will be aware of any concerns around safeguarding and members of the church family.

All volunteers will meet face to face with the Children's Work Lead or PSO before filling in an application form, providing references, undertaking basic awareness & foundation safeguarding training and (if 16+) undergo a DBS check. All recruitment and training should be completed prior to starting in role.

#### *Decision not to appoint*

An applicant will not be appointed to any position involving children or vulnerable adults if:

- The applicant refuses to a check being made on their past background.
- The applicant refuses to answer questions in interview or application form.
- The applicant refuses to accept St Augustine's Safeguarding Policy.

If a decision not to appoint for the above reasons is made, the applicant will be informed by the Children's Work Lead or PSO in an appropriate manner and a record maintained.

If during the process of application it becomes known that the applicant has a criminal record, then the church will follow its procedures concerning recruitment of ex-offenders (see Appendix 4).

#### *Observation*

Someone exploring volunteering within Children's groups may attend the relevant group on one occasion to observe the activities and help them decide if they wish to volunteer. This would take place after the initial discussion and without having been through the full screening procedure. The group leader will record this in the log of attendance. It will be made clear to the children that the potential volunteer is a visitor and not a leader, and they will not be given any leadership responsibilities.

#### *Renewal*

- All eligible staff and volunteers will have a repeat DBS disclosure every 3 years. Any lapsed DBS check will require the post holder to stand down until the renewal has been completed.
- All volunteers will attend safeguarding training as required by the Church of England. Any lapsed safeguarding training will require the post holder to stand down until that training has been refreshed.

#### *Training*

The requirements for staff, PCC members and volunteers are outlined in Appendix 5.

## **6. Record Keeping**

Records of all safeguarding concerns will be kept by the Parish Safeguarding Officer and/or the Incumbent. They will keep a record of the initial concern and all actions taken.

The records will be securely held on the St Augustine's One Drive in a password protected files, in a password protected folder.

All those involved with any safeguarding concern **must ensure that they provide to the Parish Safeguarding Officer or Incumbent any records related to that case for secure storage.**

Records will be maintained of staff and volunteer training and DBS checks.

Records will be retained as per [Church of England guidance](#).

## ***Appendix 1: Lines of reporting and accountability***

**PCC** of St Augustine's is accountable to the Charity Commission and is elected by church members. They are legally responsible for the building of St Augustine's and recognised by the Church of England.

The PCC is chaired by Scott Furey. The Churchwardens are Lorraine Johnson and Fred Richards. Elected members of the PCC are: Jacki Smart, Theresa Afambu, Renee Afambu, Rachel Akroyd (Treasurer), Chris Carter, Ashley Smith (ex-officio - Deanery Synod), Johny Marsden, Jo Merson, and Sam Lashwood (ex-officio Diocesan Synod).

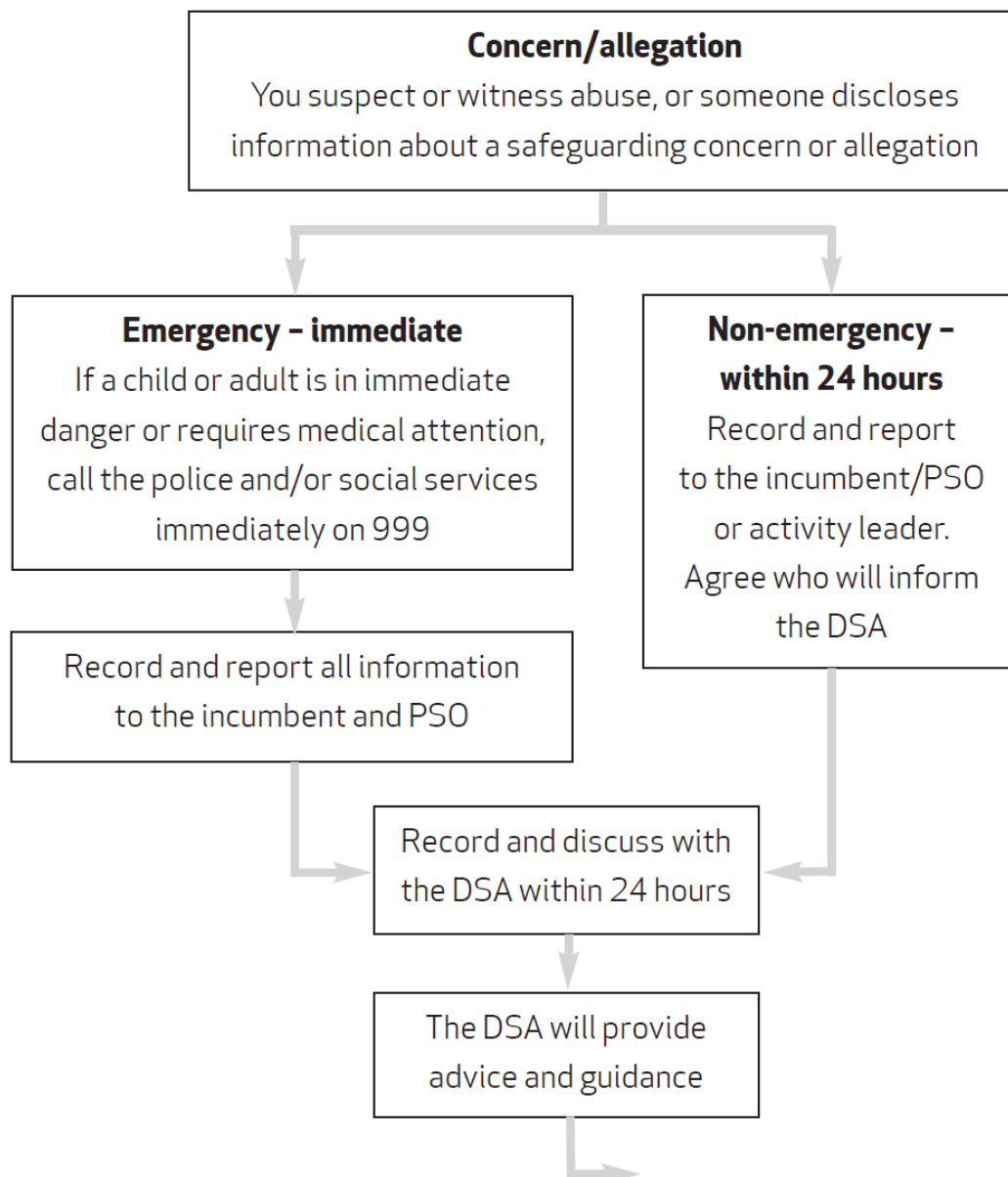
**Interns:** Each intern has a Ministry Supervisor who meets with the intern every week. Diederik Evanson is supervised by Scott Furey.

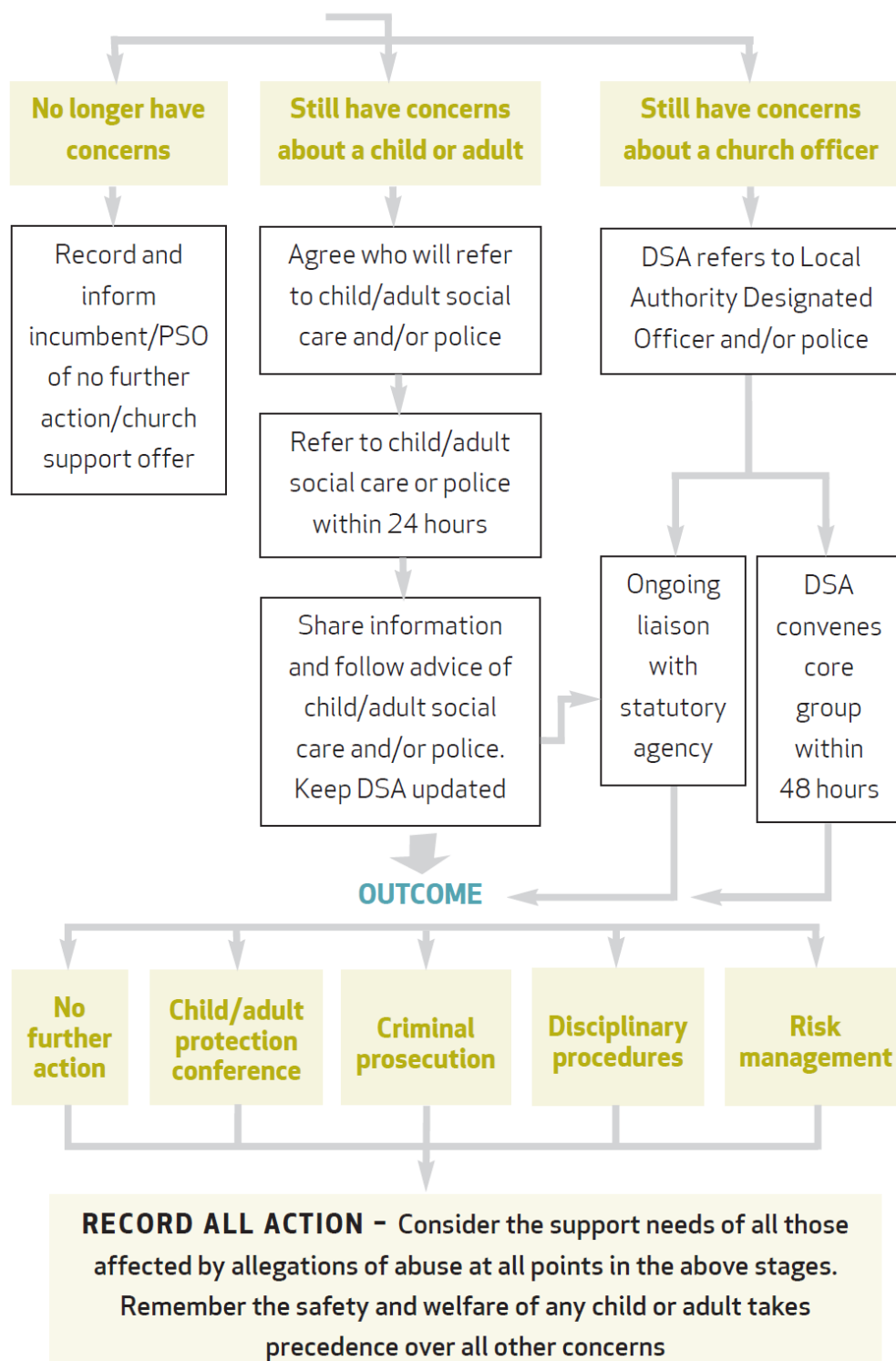
**Volunteers:** All volunteers are overseen by the vicar and are accountable to them as below.

**Parish Safeguarding Officer** is Amy Smith

## Appendix 2: How to report a concern

(Taken from pages 18 & 19 of Parish Safeguarding Handbook)





#### Safeguarding Who's who at St Augustine's Wembley Park

- Incumbent - Scott Furey
- Parish Safeguarding Officer (PSO) – Amy Smith
- Activity leader – staff member or Small Group Leader
- Diocesan Safeguarding Advisers (DSA)– Angela Colman; [angela.colman@london.anglican.org](mailto:angela.colman@london.anglican.org); 020 3837 5099  
<http://safeguarding.london.anglican.org/the-team/who-we-are/>
- DBS Administrator & Lead Recruiter – Amy Smith
- DBS Evidence Checkers – Scott Furey, Amy Smith
- Children's Work Lead – Leah Gray
- Youth Lead – Tim Eke



- Worship Lead – Alvin Tse

## **Appendix 3**

### **Other sources of help**

#### **CHILDREN**

Safeguarding Children in Brent Partnership website:

<https://brentsafeguardingpartnerships.uk/children/article.php?id=509&template=solo>

Brent Council website: <https://www.brent.gov.uk/children-young-people-and-families/keeping-children-safe#Reportchildabuse>

Brent Family Front Door

Office hours (Mon – Fri 9am - 5pm): Call 020 8937 4300 (option 1)

Outside office hours: Call the emergency duty team on 020 8863 5250

#### **ADULTS**

Safeguarding Adults in Brent Partnership website: <https://brentsafeguardingpartnerships.uk/adults/>

Email: [safeguardingadults@brent.gov.uk](mailto:safeguardingadults@brent.gov.uk)

Phone: 020 8937 4098 / 4099

#### **Domestic Abuse help**

Women's Aid

Phone: 0808 2000 247

Website: [www.womensaid.org.uk](http://www.womensaid.org.uk)

Refuge

Phone: 0808 2000 247

Website: [www.refuge.org.uk](http://www.refuge.org.uk)

National Domestic Violence Helpline Freephone 24 hours

Phone: 0808 2000 247

National Centre for Domestic Violence Free, fast emergency injunction service.

24 hours phone: 0800 970 2070

Website: [www.ncdv.org.uk](http://www.ncdv.org.uk)

## **Appendix 4**

### **Policy on the recruitment of ex-offenders**

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St Augustine's complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- St Augustine's undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- St Augustine's can only ask an individual to provide details of convictions and cautions that St Augustine's are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- St Augustine's can only ask an individual about convictions and cautions that are not protected
- St Augustine's is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- St Augustine's has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- St Augustine's actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- St Augustine's select all candidates for interview based on their skills, qualifications and experience
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- St Augustine's ensures that all those in St Augustine's who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- St Augustine's also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- At interview, or in a separate discussion, St Augustine's ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- St Augustine's makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- St Augustine's undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Date Policy adopted: 3<sup>rd</sup> November 2024

## Appendix 5

### Training requirements

#### Diocese of London recommendation

Basic Awareness & Foundation courses					
The Basic Awareness and Foundation courses can be completed by any member of the congregation, to support awareness raising and a culture of support and vigilance in the Church. It is recommended that the following roles are encouraged to complete it: welcomers, refreshment helpers, administrative staff, music group members (including sound/AV)					
Additional Core Training Requirements					
Role	BA	Foundations (C1)	Leadership (C3)	Safer Recruitment	Who at St Augustine's 2024
Incumbent & clergy, including those that hold PTO	Y	Y	Y		Scott Furey
Licensed lay ministers e.g. readers	Y	Y	Y		N/A
Parish workers with children/vulnerable adults (paid or volunteer)	Y	Y	N		Children's Work Lead (Leah Gray), Sunday School leaders and helpers, Ministry Interns (Diederik Evanson), Worship Lead (Alvin Tse), worship band members working with U18s
Leaders/supervisors of work with children/vulnerable adults (paid or volunteer)	Y	Y	Y		Leah Gray
Parish safeguarding officers	Y	Y	Y		Amy Smith
Church operations managers	Y	Y	N		
Churchwardens	Y	Y	Y		Lorraine Johnson & Fred Richards
PCC members	Y	N	N		PCC
Those recruiting staff, interns, volunteers				Y	Scott Furey

#### How to access training

- **Basic & Foundation courses** can be accessed [online](#) via the CofE portal
- **Leadership course** is available from the [Diocese of London](#)
- [Safer Recruitment and People Management](#) training from CofE

#### Frequency of training

Training should take place every three years

#### In-house training/practice

We recommend all St Augustine's staff & interns have the following:

- Training in the Safeguarding policy and procedures, including the 'line of reporting' for any issues, carrying out home visits
- Some training in [Domestic Abuse](#).

We recommend for all small group leaders

- Annual St Augustine's training (September) to include lines of reporting and good practice
- Basic Awareness course

We recommend for Sunday School leaders and helpers:

- Annual St Augustine's training October to include lines of reporting and good practice
- Ensure that all have access to the Safeguarding Handbook and Diocesan Promoting a Safer Diocese manual